Approved For Release 2000/08/08/08-035Z2A000100030005-7

2 October 1973

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Functional Training Division

SUBJECT : Course Report - Management and

Services Review: Trends and

Highlights No. 43 (1-74)

25X1A

1. The forty-third running of the Management and Services Review: Trends and Highlights was conducted at 17-21 September 1973. Forty-five students attended: 33 men and 12 women; four of the students were black. The Class Profile, Course Schedule, Student Roster and Student Critiques are Attachments A, B, C and D respectively.

25X1A

- 2. The critiques reflect dissatisfaction with Supply Division (more history than Highlights or Trends) and Office of Joint Computer Support (too much technical jargon), but were generally favorable. I intend to discuss the "Dissatisfaction" with the OL and OJCS representatives.
- 3. The two new presentations in addition to Office of Joint Computer Support, Office of Planning, Programming & Budgeting and Equal Employment Opportunity, were well received. Mr. had no trouble keeping the interest of the class. Miss spoke for no more than 15 minutes on Equal Employment Opportunity but the question/answer period, plus the class inter-play made the next 35/40 minutes breeze by. Although there was some emotion shown in some of the question/discussions, I feel the Equal Employment Opportunity subject was a good idea and should remain in the course.

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4. In preparation to transferring the administration of this course to the Intelligence Institute, monitored and assisted in this running. It seems he should have no trouble with it. It was decided that the training assistant from that office will contact the current training assistant to effect a smooth takeover of those duties.

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5. All speakers attended as scheduled except:

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for John F. Blake

25X1A

Course Administrator

Attachments:

- A. Class Profile
- B. Course Schedule
- C. Student Roster
- D. Student Critiques



MANAGEMENT AND SERVICES REVIEW:

TRENDS & HIGHLIGHTS

17-21 Sept 1973

CLASS PROFILE

Directorates:	DDM&S	29
	$\mathrm{DDS}\&\mathrm{T}$	1
	DDI	2
	CT Program	13

Age: Average - 35 years
Range - 20 - 57 years

Agency Service: Average - 8.4 years

Range - 2 months - 24 years

Grade: Average - GS 09.6

Range - GS-04 to GS-14

EEO Data: Females 12

Blacks 4



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MANAGEMENT AND SERVICES REVIEW

TRENDS AND HIGHLIGHTS

Course No. 1-74

(Forty-Third Running)

17-21 Sept 1973

25X1A

Seminar Room, Administration Building

OFFICE OF TRAINING

Course Administrator: Training Assistant:

25X1A

Office: Room 205, Chamber of Commerce Building, Ext. 3567

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Approved For Release 2000/05/08 : CIA-RDP78-03572A000100030005-7 C O N F I D E N T I A L

Monday, 17 Sep	<u>et</u>	
1000-1040	Welcome, Administration and Security	25X1A
1050-1150	CIA and National Security	Course Administrator Office of Training 25X1A Briefing Officer, School of Intelligence and World Affairs, Office of Training
1150-1300	Lunch	
1315-1415	The Role of the Special Support Assistant to the Deputy Director for Management & Services	Special Support Assistant to the Deputy Director for Management & Services
1430-1545	Office of Finance: Trends and Highlights	Thomas B. Yale Director of Finance
1600-1650	Tomorrow Is Infinitely Better	25X1A Director of Planning, Programming & Budgeting

SOCIAL HOUR & DINNER

Tuesday, 18 S	Sept	
0830-0915	Office of Joint Computer Support Overview	Deputy Director, OJCS
0915-1000	Data Handling Concepts in MAP (Management Assistance Programs)	Office of Joint Computer Services
1000-1045	Data Access Centers for MAP	25X1A Office of Joint Computer Services
1100-1200	Office of Training: Trends and Highlights	Alfonso Rodriguez Director of Training
1200-1300	Lunch	25X1A
1310-1400	Agency Records Management	Special Assistant for Information Control
		25X1A
1415-1515	Microfilm Programs	Chief, Microfilm Programs Branch
1530-1630	Tour of Records Center	Chief, Agency Archives & 25X1A Chief, Agency Records Center

SOCIAL HOUR & DINNER

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	Wednesday, l	9 Sept	
25X1A	0815-0830		
	0845-1015	Office of Communications: Trends & Highlights	25X1A Director of Communications
	1030-1200	Communications Training	Office of Communications - Services/Career Management Division Communications School 25X1A
25X1A			
	1200-1245		
	1245-1300	Introduction to Covert Engineering	25X1A Chief/Office of Communications Engineering/Covert Engineering Division/Covert Communication Facility
057/44	1300-1430	TOUR-Covert Communi- cations Facility	
25X1A	1430-1445		25X1A
	1500-1550	Operational Medicine	Chief, Operational Division, Office of Medical Services
	1600-1650	Selection Processing - Activities	Chief, Selection Processing Division, Office of Medical Services

SOCIAL HOUR & DINNER

Thursday, 20 S	Sept	
0845-1215	Security Trends & High- lights. An overview of current security missions and functions with emphasis upon new developments in the security field.	Howard Osborn Director of Security & Office of Security Representatives
1215-1320	Lunch	
1320-1430	Personnel Benefits and Services	Chief, Benefits and Services Division, Office of Personnel
1440-1540	The Agency Retirement Program and Retire- ment Services	Chief, Retirement Affairs Division, Office of Personnel
1550-1650	Office of Personnel: Trends and Highlights	John F. Blake Director of Personnel

SOCIAL HOUR & DINNER

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Friday, 21 Sept			
0830-0925	Introduction to Logistics Hqs. Logistics Support Problem and Support Rendered by Real Estate & Construction Facilities	Francis Van Damm Director of Logistics	
0940-1025	Agency Depot System & Material Support to Over- seas Operations	Deputy Chief, Supply Division, OL	25X1A
1030-1105	Procurement & Contract- ing for Materiel & Services	Deputy Chief, Pro- curement Division, OL	25X1A
1115-1200	Support Rendered by the Printing Services Facilities	Chief, Printing Services Division, OL	25X1A
1200-1315	Lunch		
1315-1410	Equal Employment Opportunity	Deputy Director of Equal Employment Opportunity Programs	25X1A
1430-1520	Meeting with the Deputy Director for Management and Services	Harold L. Brownman	
1520-1540	Final Administration		25X1A

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